

Business Income Tax Questionnaire

The following information is required to determine your City of Dayton, Ohio income tax liability, if any, and to set up your account if required.



Type of Tax Filing: (check all that apply)

1. ☐ Employee Withholding Tax Id # _____
2. ☐ Corporate Earnings Tax Id # _____
3. ☐ Individual Ownership Earnings Tax Id # _____
4. ☐ Partnership Earnings Tax Id # _____

Company Name _____ Phone # _____

Mailing address _____ City _____ St. _____ Zip _____

Local business address _____ City _____ St. _____ Zip _____

Check the jurisdictions that we administer that you operate in:

☐ Dayton city limits ☐ Dayton Wright Brothers Airport ☐ Dayton International Airport ☐ NONE

Date business started in our taxing jurisdiction? _____

Your accounting period? Calendar Year _____ or Fiscal Year ending on _____

Withholding Information *Quarterly withholding cannot exceed \$450.00

■ Do you have employees? Yes ☐ or No ☐ Date first employee started working in our jurisdiction _____

■ Do you submit withholdings QUARTERLY* or MONTHLY? _____

■ Is this a courtesy withholding for your employees who are residents of the above cities only? Yes ☐ or No ☐

Do you rent or sublease property or space in the Dayton jurisdiction to another business or individual? Yes ☐ No ☐

If so list Names , Addresses, and Tax Id below. If Yes, do they have employees working at that location? Yes ☐ No ☐

Do you use Subcontractors? Yes ☐ No ☐ If so list Names , Addresses, and Tax Id or Social Security Numbers below.

If you have filed returns with our office before, show name and tax ID #s used, and for what tax years you filed.

Full name of Owner of Company _____

If this is a change of ownership, please provide the date of change, the name, address, and phone number of former owner

If you are not liable to pay taxes in our jurisdiction, please explain why.

Signature _____ Title _____ Date _____

Thank you for your cooperation in this request. For more tax information is available at www.cityofdayton.org

Please return by MAIL or by FAX to: City of Dayton, Division of Revenue & Taxation, 101 West 3rd Street, P.O. Box 1830, Dayton, Ohio 45401
(937) 333-3500 ~ Fax (937) 333-4280